



## EXTERNAL JOB POSTING

Job Title: **Assistant Development Specialist-Housing**  
Salary: **\$3,424 (Step 1) - \$4,162 (Step 5)-Bi-Weekly**  
**\$89,024 (Step 1) - \$108,212 (Step 5) - Annually**  
Final Filing Date: **OPEN UNTIL FILLED**

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The San Francisco Office of Community Investment & Infrastructure (OCII) is a state-authorized local entity serving as the Successor Agency to the San Francisco Redevelopment Agency. OCII is unique among former redevelopment agencies in that it has several long-term development projects that the state has approved and that require the exercise of broad redevelopment authority, including tax increment financing, affordable housing production, and project-specific design and land use approvals.

While separate from the City and County of San Francisco, OCII is the driving force in creating three new City neighborhoods in Transbay, Mission Bay and Hunters Point Shipyard/Candlestick Point. Through public private partnerships, OCII is bringing to life over 1,100 acres of land. Reflecting the diverse character of the City and its residents, the new neighborhoods feature economic vitality, affordable and market rate housing opportunities, and neighborhood-serving amenities such as public parks and open space. Working with nonprofit and for profit developers, OCII is overseeing the creation of thousands of units of affordable housing related to major development projects in the three new neighborhoods areas, as well as remaining development projects in other redevelopment project areas.

OCII is centrally located in the Mid-Market neighborhood of San Francisco, blocks from City Hall and offers a comprehensive and competitive benefits package that affords wide-ranging health care options to meet the different needs of a diverse workforce and their families. Please click [here](#) for more information about OCII.

### BRIEF DESCRIPTION:

The Office of Community Investment and Infrastructure is seeking an experienced Assistant Development Specialist for OCII's Housing Division. The Housing Division oversees the development of a portfolio of publicly-owned parcels into high quality affordable housing to meet the housing needs of low- and moderate-income San Franciscans. With an active pipeline of projects in the Transbay, Mission Bay, and Hunters Point Shipyard/Candlestick Point neighborhoods, OCII pursues innovative affordable housing programming and financing, and values sustainable and creative design. A description of OCII's housing activities and our Annual Housing Production report are at: <http://sfocii.org/index.aspx?page=2>.

The Assistant Development Specialist in the Housing Division is responsible for handling a broad range of duties associated with the administration of OCII's affordable housing development obligations, including loan or grant documentation, loan closings, disbursements, construction loan close-outs and reporting functions. A strong candidate would have a solid background in standard real estate practices, including financing documents and title and escrow, and able to collaborate effectively with multiple stakeholders. Direct affordable housing development transactional and finance experience, and notary commission is desirable but not required.

### JOB RESPONSIBILITIES:

The following list of duties and tasks represents the primary job responsibilities:

- Coordinate construction loan closings in collaboration with OCII staff, other lending agencies, borrowers, and grantees, (other funding sources may include Low Income Housing Tax Credits, tax-exempt bonds, State of

California housing program funds, federal housing program funds, annual operating and services subsidy, and rental assistance);

- Work closely with title company escrow officers during construction loan closings;
- Coordinate with housing, asset management, and fiscal staff for project funding encumbrances and disbursements;
- Review, process for payment, and monitor recurring disbursement requests from borrowers, including tracking project progress, identifying and elevating problem situations, analyzing spreadsheets and invoices, and drafting approval memos to submit for payment;
- Assist with closing out loans at permanent financing conversion;
- Process loan repayments in coordination with fiscal and asset management staff;
- Assist with drafting and review funding transactional documents agreements;
- Assist the Housing Program Manager with other tasks such as various reporting and tracking requirements;
- Assisting Development Specialists shepherd and control document routing for review and approval;
- Maintain organized and accurate real estate records and appropriately account for all original real estate transactional documents;
- Interface in a professional manner with OCII colleagues, City staff, outside parties, and community stakeholders;
- Knowledge of software programs such as MS Office Suite;
- Perform related duties as required.

#### MINIMUM QUALIFICATIONS:

Minimum qualifications include a bachelor's degree from an accredited college or university with a degree in law, public or business administration, real estate development, finance or a related field and four years of professional work experience in real estate loan closing, title and escrow, loan disbursement monitoring, and loan administration.

The possession of a master's degree can be substituted for up to two years of required experience.

#### BENEFITS:

##### For your Health & Welfare Benefits

- Medical/Dental/Vision
- Basic Life Insurance & Accident, Critical Illness & Hospital Indemnity
- Supplemental Life Insurance (with optional dependent coverage)
- Health Care and Dependent Care Flexible Spending Accounts
- Employee Assistance Program

##### For your Financial Future

- CalPERS Pension Program-estimated 8% Employee Contribution
- Short-term Disability Insurance
- Long-Term Disability Insurance
- Deferred Compensation Plan

##### For your Work/Life Balance

- Paid holidays
- Vacation and sick leave accrual
- Commuter Benefits Program
- Wellness Program

#### APPLICATION PROCESS:

Applicants must submit and complete an application packet consisting of an OCII Job Application, resume, and cover letter. Materials can be found at [here](#) or at [www.sfocii.org](http://www.sfocii.org) under Employment Opportunities.

#### PACKETS CAN BE EMAILED, FAXED OR MAILED TO:

**EMAIL:** [careers.ocii@sfgov.org](mailto:careers.ocii@sfgov.org) (PDF FORMAT ONLY) with name of position in subject line

**FAX:** 415-749-2502

**MAIL:** **Office of Community Investment and Infrastructure**  
Human Resources Department – Attn: April Ward  
1 South Van Ness Avenue – 5<sup>th</sup> Floor  
San Francisco, CA 94103